**KEISHA BASCOMBE**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**#6 Johnson Lane Poco Alley**

**Siparia**

**18684991209**

**18683237418**

[**keisha.bascombe@hotmail.com**](mailto:keisha.bascombe@hotmail.com)

**OBJECTIVE\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Dynamic and results driven sale professional, with practically fifteen years of comprehensive sales experience, proven sales talent to cultivate strategic relationships, increase customer base and maximize sales. Persistence in achieving goals that leads to professional success while building corporate values.

**EXPERIENCE\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Customer Service Representative

Unicomer Trinidad Ltd

High Street

Siparia

September 2000 to March 2016

* Answers the telephone promptly and courteously
* Ensures all relevant, documents are thoroughly completed copied and attached
* Assists customer’s with queries and concern
* Achieves monthly sales targets
* Handles customer complaints in a friendly manner while enforcing store policy
* Demonstrate product knowledge

**EDUCATION\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

UWI School of Business and Applied Studies Limited (trading as Roytec)

San Fernando

**Diploma in Management for Administrative Professional**

2012 to 2013

Iere High School

De Gannes Village

Siparia

**CXC General Proficiency**

Social Studies **1**

English A **11**

English B **11**

History **11**

Principles of Business **11**

School of Business & Computer Science Ltd

**Certificate in Office Administration**

May 17th to July 26th, 2007

Unicomer Trinidad Ltd

**Customer Service Excellence workshop**

July 9th 2001 to July 11th 2001

**Computer Literacy Program**

Introduction to Computers **A+**

Microsoft Word 97 **B+**

Windows 95 **A+**

Typing – Mavis Beacon Version & Word per minute **25**

Accuracy **95%**

**SKILLS\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

* A good team player
* Strong skills in analyzing and solving problems
* Customer Service oriented
* Meet and Exceed Sales Targets and Incentives

**REFERENCES\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Denise Hosein

St Christopher’s Anglican School

Teacher 1 (Retired)

868 647- 4280

868 704-7077

Nikkisha Samuel Redman

Unicomer Trinidad Ltd

Administrator

800-4222

Ext 1935